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11 JUL 1962

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ORIG COMP	31	OPI	31 TYPE 02
ORIG CLASS	S	PAGES	2 REV CLASS C
JUST	22	NEXT REV	2010 AUTHN NM TO-2

MEMORANDUM FOR: Acting Deputy Director of Security (PPS)

SUBJECT: Monthly Report of Activities - June 1962

1. The following is the summary of correspondence traffic handled by this Office during the month of June 1962:

DOCUMENT RECEIPT AND DISTRIBUTION:JUNECables

a. Incoming Total	687
OS Action	92
OS Interest	595
b. Outgoing Total	362
OS Orig.	22
FS Orig.	2
OS Coord.	101
OS Info.	237
TOTAL PROCESSED	1,049

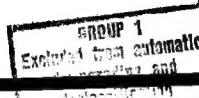
Dispatches

a. Incoming Total	230
OS Action	7
OS Interest	223
b. Outgoing Total	82
OS Orig.	33
FS Orig.	8
OS Coord.	28
OS Info.	13
TOTAL PROCESSED	312

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862

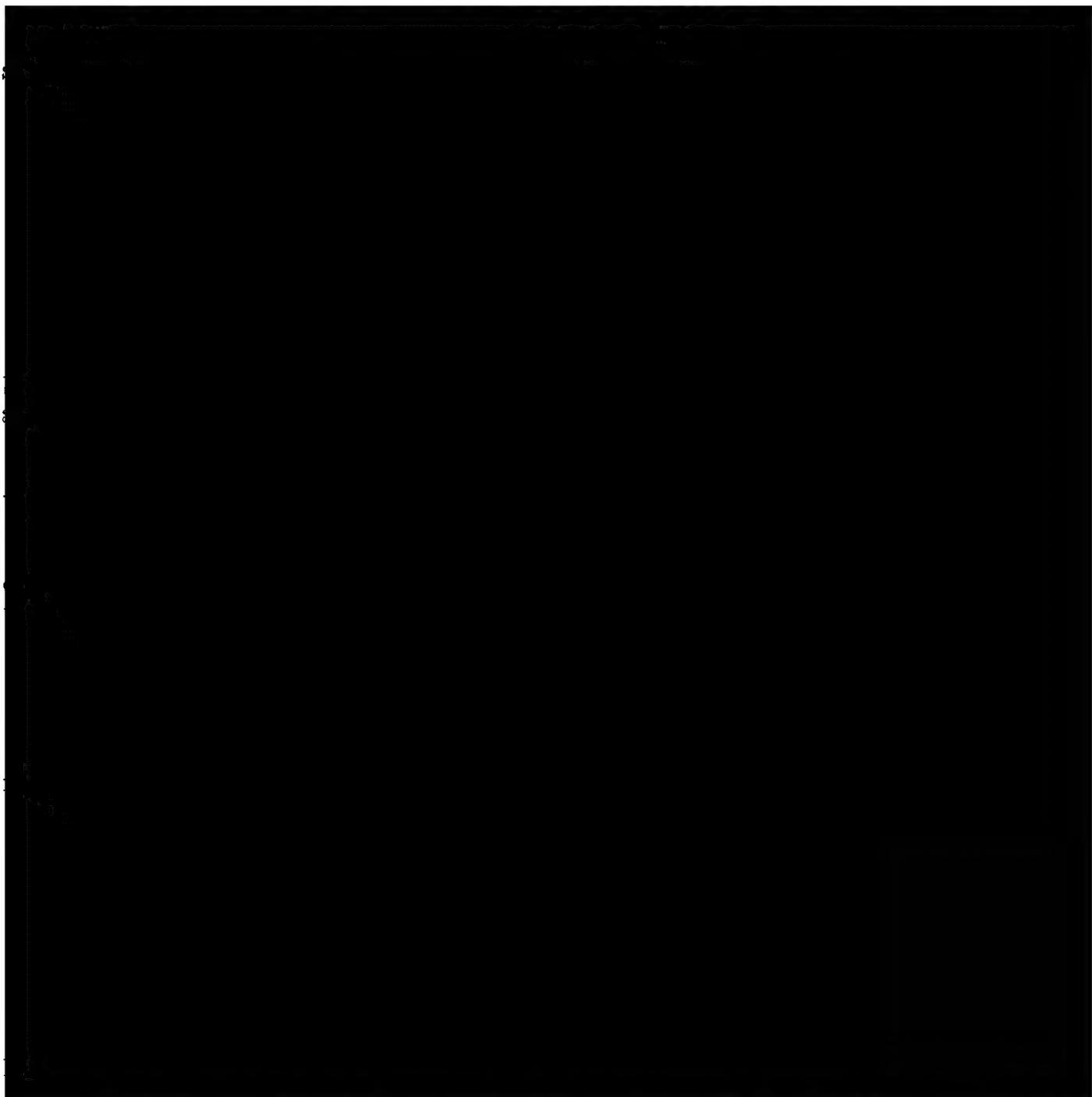
Total Communications Processed 2,223

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9. During this period this Office held a seminar on the preparation of dispatches which was attended by approximately 35 professional and secretarial employees from the Office of Security. It is felt that the information provided at this meeting will result in more accurate dispatch preparation by the Office of Security.

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Special Assistant, Foreign Support

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COMMENT		FILE	RETURN
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